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IE SECRETARY OF COMMERCE

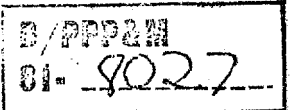
Executive Registry

81-131/1

DD/A Registry

81-1513

July 16, 1981



Honorable William J. Casey
Director of Central Intelligence
Washington, D.C. 20505

Dear Mr. Casey:

As Chairman of the 1982 Combined Federal Campaign, I would like to request your Department's participation in the Campaign's Loaned Executive Program. Your provision of Loaned Executives last year helped the 1981 Combined Federal Campaign surpass previous fundraising efforts.

The Loaned Executives support the campaign planning and operation in each organization of the Federal Government. In the seven years that they have participated in the Combined Federal Campaign, campaign production has improved markedly and the Loaned Executives have been able to sharpen their overall management skills. After a brief, intensive training period, they begin to work immediately with high level Federal officials throughout the National Capital area. Their prime responsibility is to get the commitment of department/agency leadership to the objectives of the Combined Federal Campaign and to achieve its goal through well planned and executed strategies.

I hope that you will assist us again by loaning us, on a full time basis, two of your mid-management staff and provide us with the names of your Loaned Executives by July 31, 1981. The assignment will begin August 11 and end November 30. Please send their names, office addresses, and telephone numbers to William A. Schaeffler, Director, Combined Federal Campaign, 95 M Street, S.W., Washington, D.C. 20024, with a copy to me. The enclosed Loan Executive Job Description describes the type of individuals we need.

With your help, I know we will be successful in breaking last year's record.

Sincerely,

Secretary of Commerce

Enclosure

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